

CITY OF FLAGSTAFF **PAYROLL DEPARTMENT**

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City of Flagstaff Payroll Newsletter

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The Payroll Department would like to introduce you to our first annual employee newsletter. Through this newsletter we will provide you with information on the changes for the upcoming year, as well as information you may find useful. The goal of this newsletter is to be informative, educational and enjoyable.

Payroll is here to help in any way we can. In the new year we encourage all employees to contact us with any comments or suggestions. Happy New Year!

As of January 1, 2012, Arizona's minimum wage has I increased by 30 cents to \$7.65 per hour. Arizona's minimum wage is higher I than the federal minimum wage, which is currently \$7.25 per hour.

Payroll Tax Cut Extension

A two-month extension of the social security tax cut of 4.2 percent from the original rate of 6.2 percent has been extended through February 29, 2012.

Payroll is waiting for legislation to make a decision on an extension beyond February 29, 2012.

Reviewing Payroll Mailing Addresses for W-2's

As the Payroll office prepares for W-2 season, we are requesting that employees assist in the process by taking a few minutes to visit Employee Self Service to verify their Address. Verifying this address prior to issuance of W-2's will help avoid delays in receiving the W-2 form.

Employees can verify and change your address in Human Resources, Payroll or on the employee self service website:

https://click2gov.flagstaff.az.gov/Click2GovPR/Index.jsp

To get your user ID and/or PIN number call: Cindy Dorfsmith (928) 213-2211

New to W-2's for 2011

Beginning this year you may notice additional information on your W-2 form. The form will include the value of employer-sponsored health coverage in Box 12 of the form, employee W-2's will be mailed on Friday,

using the code DD. The amount reported will include both the portion paid by the City of Flagstaff and the portion paid by the Employee.

Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The amount reported does not affect tax liability. The new reporting requirements is for informational purposes only and will provide useful and comparable consumer information on the cost of your health care coverage.

W-2 Distribution

All permanent employee W-2's will be distributed to departments on Friday, January 27th.

All Temporary January 27th.

Employee Self Service

Employee Self Service provides up-to-date personnel information. ESS gives you the ability to view and verify your own payroll and benefit related date. Current and past pay statements are also able to be viewed.

ESS also allows an employee to view his/her leave balances, absences, and accruals. To use employee self service find the link on CityNET or type the following link in your browser.

https://click2gov.flagstaff.az.gov/Click2GovPR/Index.jsp

To get your user ID and/or PIN number call: Cindy Dorfsmith (928) 213-2211



User ID:
PIN:
Submit

Human Resources
Dependants or Benefits
Questions

City of Flagstaff Employee Self Servic 211 W Aspen Ave. Flagstaff, AZ 86001 (928)213-2211 (928)213-2210

W-4 Federal Tax Filing Status Exempt

If you claimed an exemption from withholding on your W-4 for 2011, your exemption expires on February 15, 2012. Please be sure to complete a new W-4 for 2012.

Advantages of Direct Deposit

- No paper check to lose or damage.
- No making a trip to the bank or ATM.
- The money is scheduled to be in the employee's bank account on pay day.
- If a holiday falls on a pay day, The City of Flagstaff will pay a day early, and the deposit is in the bank account a day early.
- Employees have the ability to split the pay among more than one bank account, if they choose to do so.

To sign up for direct deposit stop by Human Resources or Payroll to complete the necessary form.

Leave Deadlines

Floating Holiday: Must be used by December 31 of each calendar year.

Personal Leave: (sick leave used for matters of personal business) Cannot be carried over into another calendar year.

Comp Time: Comp time accrued in excess of 60 hours (84 for fire suppression commissioned personnel) will be paid out on June 30th of every year.

Vacation: Vacation hours in excess of the maximum must be used no later than June 30 of each fiscal year. (see Vacation Maximums below)

Sick: Unused sick leave accrued in excess of the maximum of 1040 hours (1456 for fire suppression commissioned personnel) shall be paid to the employee on the first pay period in December.

Vacation Maximums

Classified	Exempt Employees		
Employees Year's	Year's Continuous	Vacation	Fire Vacation
Continuous	Service	Hours Maximum	Hours Maximum
I-4		132	185
5-9		156	219
10-14	I-4	192	269
15-19	5-9	216	302
20-24	10-14	252	353
25-29	15-19	276	386
30+	20-24	312	437
	25-29	336	470
	30+	372	521